

Adopted: September 2001 , Revised: _____**Class Title: Assistant Director of Development****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists the department in the development of strategies, policies, and procedures. Applies the strategic plan in efforts to build, retain, and attract new business opportunities. Provides guidance to staff and monitors departmental expenditures.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Assists the department in attracting, expanding and retaining business by attending trade shows, conferences, seminars, and meetings, and helping to formulate the overall business strategy.
2	S	Supervises the support team and administrative staff by developing annual goals and objectives, providing guidance, maintaining and approving employee leave, and completing performance evaluations.
3	S	Monitors expenditures by processing departmental expenses, evaluating and approving all expenditures.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Seven years experience in financial, administrative and supervisory management, business attraction, and recruitment.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read trade journals and publications, marketing practices and procedures, proposals, manuals, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as financial analyses.
Writing	Work requires the ability to write business proposals, recruitment texts, marketing / collateral support materials, speeches, memorandum, reports, and general correspondence.
Managerial	Managerial responsibilities include conducting evaluations, scheduling staff and workloads, participating in marketing missions and trade show selections, organizing team meetings, and managing various projects.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to management and is authorized to approve budgeted expenditures up to the amount that requires the approval of senior management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Unclassified Service (Positions in the unclassified service are not classified civil service positions, and are not within the jurisdiction of the Civil Service Commission (CSC). Any references herein to the Civil Service Commission (CSC) or to "classification" are solely to permit use of a standard form, and do not mean that any positions with this title are in the classified service.)

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Inter-office, meetings
Sitting	C	Computer, desk work, answering telephone, meetings, driving
Walking	C	Inter-office, to/from meetings
Lifting	R	Office supplies, files, reports, binders, books
Carrying	R	Office supplies, files, reports, binders, books
Pushing/Pulling	R	Files
Reaching	O	Office supplies, files, telephone
Handling	R	Office supplies, files, reports, binders, books
Fine Dexterity	R	Computer keyboard, calculator, telephone keypad, writing
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	
Bending	R	Filing in cabinet drawer
Twisting	R	To/from computer and desk
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, writing, driving
Hearing	C	Communicating with personnel and general public, on telephone, meetings
Talking	C	Communicating with personnel and general public, on telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

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Portable or cellular phone, digital pager, vehicle, computer, printer, standard Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Real Estate locations, Tradeshow, Conferences

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	N
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)

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